

RESOLUTION NO. 91-49

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE NEW CLASS SPECIFICATIONS
AND SALARY RANGE FOR ELECTRIC UTILITY SUPERVISOR

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RESOLVED, that the Lodi City Council does hereby approve the new class specifications for Electric Utility Supervisor as shown on Exhibit A attached hereto; and

RESOLVED, that said classification shall be a mid-management level position; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective March 20, 1991:

Electric Utility Supervisor				
A	B	C	D	E
3637.59	3819.46	4010.43	4210.96	4421.50

Dated: March 20, 1991


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I hereby certify that Resolution No. 91-49 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)

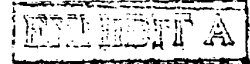
Noes: Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk

91-49

March 20, 1991

ELECTRIC UTILITY SUPERVISORDEFINITION:

Under general direction, assigns and supervises the daily activities of the Transmission/Distribution Systems of the Construction and Maintenance Division in the Electric Utility Department. Provides administrative direction and technical assistance and training to division staff, and does related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory level position assisting the Electric Utility Superintendent in the daily operation of the Transmission/Distribution Systems. The Electric Utility Supervisor is distinguished from the Electric Troubleshooter, Electric Lineman/Linewoman and Electric Foreman/Forewoman classes in that the incumbent must possess a thorough technical knowledge of rules, regulations, and practices associated with high voltage overhead and underground electrical systems' construction and maintenance as well as supervise and coordinate the work of subordinates. It is distinguished from the Electric Utility Superintendent in that the Supervisor is responsible for the implementation of daily field operations, and the Superintendent is responsible for the Division's overall planning, training, and organization.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Electric Utility Superintendent. Supervises Electric Troubleshooter, Electric Lineman/Linewoman and Electric Foreman/Forewoman classifications and others as assigned.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Coordinates works assignments with other City and Department's supervisory staff.
- Manages and coordinates the construction, maintenance and troubleshooting functions of the Department.
- Reviews jobs and job sites prior to crew assignments.
- Coordinates the availability of supplies and materials.
- Inspects job sites during construction.
- Arranges and plans system outages with customers and other agencies.
- Coordinates system switching and verifies switching procedures for system outages.
- Coordinates field work with other utilities, developers, customers and contractors.
- Acts as coordinator between the Engineering and General Construction and Maintenance Divisions to resolve field problems arising during construction.
- Inspects jobs after construction for conformance with plans, specifications, rules and regulations.
- Responds to complaints from customers.
- Inspects the distribution and transmission systems for deteriorating conditions and implements appropriate corrective action.
- Monitors and schedules tree trimming activities.
- Assists in preparation of safety, training and other staff meetings.
- Directs, trains, and evaluates division personnel.
- Assists in developing training material including work, safety and operational procedures.
- Acts on behalf of the Electric Utility Superintendent in his/her absence.
- Maintains records and logs.
- Participates in budget preparation.

EXAMPLES OF DUTIES (continued):

Implements the Division's policies, procedures, and practices.
Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials and tools used in the construction and maintenance of overhead and underground electric distribution, transmission and streetlighting systems.

Pertinent laws, codes and safety rules governing electrical construction/maintenance work including G.O. 95 and 128.

Principles of supervision, training, and performance evaluation.

Safe work practices and procedures.

Record keeping and reporting procedures.

Ability to:

Plan, organize and supervise the day-to-day activities of the Transmission/Distribution Systems in the General Construction and Maintenance Division.

Work independently.

Supervise, train and evaluate subordinates.

Maintain and prepare accurate work and operational records.

Communicate clearly and concisely.

Prepare clear, concise and complete technical documents, reports and correspondence.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Attainment of journey level status through apprentice training as an Electric Lineman/Linewoman, and three (3) years of experience in this status, two (2) years of which were in a lead (foreman/forewoman) capacity.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

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